



**CITY OF HOUSTON**  
**PUBLIC WORKS & ENGINEERING DEPARTMENT**  
**TRAFFIC & TRANSPORTATION DIVISION**



**ROADWAY OBSTRUCTION AND SIDEWALK IMPAIRMENT APPLICATION**

Please note: If applicant is an employee or contractor of the City of Houston, political subdivision of the State, public utility operating under a franchise from the City or a certified telecommunications provider and will meet the qualifications provided for in the rules and regulations, please contact the PWE Traffic and Transportation Division (TTD) at 713-837-7280. Rules and regulations for General permits may be provided upon request or online at [www.publicworks.cityofhouston.gov/traffic/trafficpermits.htm](http://www.publicworks.cityofhouston.gov/traffic/trafficpermits.htm)

Street Name: \_\_\_\_\_ Keymap Page & Number: \_\_\_\_\_

Block Number(s) include transition blocks for traffic control devices: \_\_\_\_\_

Requested Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Requested Time of Day: From: \_\_\_\_\_ To: \_\_\_\_\_

Major thoroughfare/collector street ☐ Yes ☐ No

Minor/local street ☐ Yes ☐ No

Peak traffic times requested (6AM-9AM and 4PM-7PM Weekdays) ☐ Yes ☐ No

Side of street requested: ☐ N ☐ S ☐ E ☐ W

Number of Lanes Requested for work area: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Total Number of Lanes in each direction: (Including Parking Lanes) N  S  E  W

**A traffic control plan (TCP) per TMUTCD is required for closures affecting two or more lanes. Other situations may require the submittal of a TCP at the sole discretion of the Traffic & Transportation Division.**

Is this request for parking vehicles only? ☐ Yes ☐ No (\*If so, provide all vehicle license plate numbers below)

City of Houston **APPROVED** Street Cut Permit No. (if applicable): \_\_\_\_\_

City of Houston Issued Drawing No. (if applicable): \_\_\_\_\_

Will requested work and/or parking be behind other contractor barricades? ☐ Yes ☐ No

Has work been coordinated with other contractors before submitting this application? ☐ Yes ☐ No

Briefly explain the scope of the project.

**Sidewalk Closures (CBD - Central Business District Only)**

Full closure of sidewalk? ☐ Yes ☐ No Partial closure of sidewalk? ☐ Yes ☐ No

**\*\*Full sidewalk closures require a signed and sealed pedestrian detour plan\*\***

Has plan been submitted and approved by PWE Traffic and Transportation? ☐ Yes ☐ No

**Insurance:** Comprehensive general liability insurance covering the impairment or obstruction, with an endorsement for any liability assumed under this article and policy limits of not less than \$100,000.00 for property damage, per occurrence, and of not less than \$250,000.00, per person, and \$500,000.00, per occurrence, for bodily injury or death. Each policy shall include a provision designating the city as an additional insured with respect to activities under the permit.

**Insurance Certificate (Attached)** ☐ Yes ☐ No

**Insurance Company Name** \_\_\_\_\_

**Insurance Company Phone Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**Policy Number** \_\_\_\_\_

**Fee schedule:** Multiply number of lanes/blocks/weeks by the amount shown for total cost.

Single lane closure on local street –  
\$45 per lane, per block, per week

Single lane closure of roadway on major thoroughfare or major collector street outside CBD –  
\$80 per lane, per block, per week during off peak traffic hours  
\$100 per lane, per block, per week during peak traffic hours

Single lane closure of roadway on major thoroughfare or major collector street inside CBD –  
\$100 per lane, per block, per week during off peak traffic hours  
\$125 per lane, per block, per week during peak traffic hours or when lane usage is reduced to less than two lanes in the central business district

Partial sidewalk impairment or obstruction (maintaining 3 feet of pedestrian way) –  
\$60 per block, per week

Full sidewalk impairment or obstruction –  
\$90 per block, per week

**Payment may be made by cashiers check or money order payable to the City of Houston, Traffic and Transportation Division at 611 Walker, 2<sup>nd</sup> fl (Commercial Permitting and Enforcement Branch) upon application approval. Payment will be accepted between the hours of 8:00am and 4:30pm Monday – Friday, excluding holidays. Offices are closed from 12:00pm - 1:00pm. Approved permit(s) may be obtained at 611 Walker, 5<sup>th</sup> fl upon confirmation of receipt.**

**Applicant's Name:** \_\_\_\_\_

**Company's Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Company Phone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_ **Alt. No:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**\*\*For EXEMPT Applicants Only\*\***

**Please submit contract/work order/project number associated with the project:**

\_\_\_\_\_  
\_\_\_\_\_

This application provides necessary information to process your request. Additional information may be required. Submission of an application does not provide to the applicant authority or permission to occupy any portion of the street or right-of-way; only an approved permit resulting from the submittal of a complete application enables such action to occur. To ensure safe and efficient flow of traffic and pedestrians, the application may be modified or rejected, or any previously issued permits may be modified or revoked at the sole discretion of the Traffic & Transportation Division.